



**FOUNDATIONS**

**GROUP  
OF MN, INC.**

## **Payroll Policies**

*Effective 1/1/08*

### Completion of Timecards:

1. **All sections of timecards must be completed in full (front and back).** If a section does not pertain to your client, please indicate by drawing a line through. Please consult your supervisor with any questions.
2. **Signatures are required on front and back of timecards by both PCA and Responsible Party.**
3. **Documentation for services provided (back of imecard) requires the PCA to initial boxes,** rather than using check marks.
4. **Timecards must be completed in ink.**

### Submitting Timecards:

1. Please **submit timecards on or before due date** indicated on Payroll Schedule. Timecards received after due date will be applied to the next Pay Period.
2. Timecards may be mailed in, brought into the office, or faxed in. **If Staff chooses to fax, the original must be submitted to FGMI with in 5 days.** If Staff habitually fails to submit the original in a timely manner, the option of faxing may be revoked.